



CITY OF WHITTIER

Gateway to Western Prince William Sound

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MEMORANDUM

To: Mayor Blair and Council Members

Through: Jackie C. Wilde, City Manager

From: Shelby Carlson, City Clerk

Date: July 15, 2025

Subject: Appointment to Fill Council Seat C

Background

Seat C of the Whittier City Council became vacant on June 17, 2025. In accordance with **WMC 2.04.150**, the Council must fill the vacancy by majority vote of the remaining members. The individual appointed will serve until the next regular election, scheduled for **October 7, 2025**, and until a successor is elected and qualified.

Process

The City Clerk publicly advertised the vacancy and invited letters of interest from eligible community members. The deadline to apply was **July 8, 2025, at 5:00 p.m.** Three qualifying letters of interest were received and are included in this packet, with personal contact information redacted for public distribution.

Appointment Procedure

At the upcoming Council meeting, the appointment will appear under **New Business**. The Council may, at its discretion, discuss the candidates, ask questions, or allow brief statements. Each Council member will then cast one vote for a candidate. The person who receives a **majority of votes** (minimum of four) will be appointed.

If **no candidate receives a majority** or there is a **tie between the highest vote-getters**, the Council will hold a **second vote**, as required by **WMC 2.04.150(C)**.

- If the second vote results in a **tie between the top vote-getters**, the appointment will be decided by **coin toss**, as directed by code.
- If the second vote **fails to produce a majority and no tie exists**, the Council must continue balloting until either a majority is reached or a coin-toss-eligible tie occurs. This is consistent with **Robert's Rules of Order**, which states that a majority vote is required to elect, and repeated balloting is the appropriate method when no majority is achieved.

In the event of an impasse, the Council may recess or schedule a special meeting, provided the appointment is completed within the 30-day window established by code.

Immediately following the vote, the Clerk will administer the oath of office, and the appointee will take their seat for the remainder of the meeting.